

**MINUTES  
HISTORIC PRESERVATION COMMISSION  
OF THE CITY OF GREEN BAY  
Monday, December 10, 2012  
Room 210, City Hall  
4:00 p.m.**

**PRESENT:** Roger Retzlaff, Jeanine Mead, Alderman Mark Steuer, Susan Ley, Chris Naumann

**EXCUSED:** Jacqueline Frank, Melissa Hauk

**ALSO PRESENT:** Rob Strong (Planning), Bill Kloiber (Mayor's Chief of Staff)

The meeting was called to order by Roger Retzlaff at 4:00 p.m.

**1. APPROVAL OF MINUTES**

Motion made by Ald. Steuer to approve the November 12 and December 3, 2012 Minutes, seconded by Susan Ley. All in favor. Motion carried.

**2. DESIGN REVIEW**

None

**3. REPORTS**

- a. Report on testimony before the November 26, 2012 Planning Commission Meeting (Ald. Steuer)

Ald. Steuer met with Attorney Kail Decker and Bill Lockery (Planning and Inspection) regarding a 30 day waiting period before a building can be demolished. The Planning Commission voted unanimously to work with the HPC with this process. Attorney Decker indicated no immediate action can take place until more data is obtained.

Ald. Steuer would like the HPC to continue working on getting CLG status for the City of Green Bay. He will ask council, the law department and/or planning department to look at current ordinances in Allouez and De Pere to help with this process. Ald. Steuer feels this should be a priority.

Chris Naumann stated the Glass Nickel is a good example of how the process should work.

Rob Strong indicated his department becomes aware of demolitions only when a permit is applied for. The question is whether this waiting period should include sheds and all residential and commercial property.

Rob Strong feels the HPC should become more active in designating properties they want protected. Perhaps the zoning ordinance needs to be strengthened. This issue would come before the Planning Commission. What Rob feels the HPC is asking for is essentially a building ordinance that says before you can get a demolition permit, there will be a 30 day waiting period to allow the HPC's review of the property. Perhaps a moratorium of 3 to 6 months can be issued stating no permits will be issued until after 30 days notice is given. The HPC could then work on getting these properties covered by the ordinance rather than having every property owner in the City of Green Bay come before the committee.

Ald. Steuer was told there are approximately 50 to 60 razings (including sheds) per year in the City of Green Bay. Roger feels the HPC should come up with a proposal to submit to council. Rob Strong does not believe the 30 day waiting period will be approved. He would like to come up with a plan to give the HPC time to work on something council will agree upon.

Rob Strong suggested having a class from UW-GB go through the list of properties identified by the intensive survey which are worthy of HPC consideration, obtain information on them and take pictures. Then the HPC can go through them and highlight the ones which it feels are important.

Roger stated that the HPC has nominated some buildings for local designation and they were approved by council; however, nothing ever came back to them. Rob Strong gave Roger a list of the properties currently in the data base.

Ald. Steuer suggested the HPC go through the raze process in order to see the dynamics involved.

Rob Strong indicated approximately 46% of buildings in Green Bay are over 50 years old. He stated a plan of attack is needed and said he appreciated the HPC sending them the proposed resolution. He feels it will be effective but does not know how long the process will take before it can be in effect.

Rob Strong indicated the assessor's office has information regarding the age of structures. However, some of the information may be outdated. There are approximately 45,000 residential parcels in the City of Green Bay.

#### **4. OLD BUSINESS**

- a. Discuss current projects status

Roger gave the HPC a handout listing current projects and asked them to review the list for future discussion.

- b. Discuss demolition permit waiting period

See discussion above.

## 5. **NEW BUSINESS**

- a. Discuss property at 3181 Humboldt Road

Roger received a letter from the homeowner of this property. They would like the historic preservation award removed from the house. They must mistakenly think the property is designated as historic and this is preventing potential buyers from buying the home.

The listing agent should be telling potential buyers that it is just an award. Susan Ley will call the listing agent.

- b. Review November Building Activity Report

A motion to receive and place on file was made by Chris Naumann, seconded by Susan Ley. All in favor. Motion carried.

- c. 2012 HPC Awards Program

Roger indicated it takes six weeks to order plaques and if the HPC wants to have an awards ceremony, the process should begin in January. The Mayor could be asked to send out a press release. Chris Naumann said "On Broadway" could do the same after the City's press release goes out.

- d. 2013 Calendar

A hand out was given listing the 2013 meeting dates.

## 6. **OTHER ANNOUNCEMENTS, CORRESPONDENCE AND NEWS**

None.

## 7. **NEXT MEETING DATE**

The next meeting date of January 14, 2013 at 4:00 p.m. was confirmed.

A motion to adjourn was made by Chris Naumann, seconded by Jeanine Mead. All members voted in favor of the motion. Motion carried.